

*Fairmont State Athletic Association*

**CONSTITUTION**

**Preamble**

The Fairmont State Athletic Association (FSAA) is a non-profit, benevolent and charitable association organized for the advancement of Fairmont State athletics.

The FSAA represents the arm of the Fairmont State Foundation, Inc. charged with raising money in support of intercollegiate athletic scholarships. The Fairmont State Athletic Association is dedicated to providing financial support for a clean, winning athletic program which enhances the public image of the University/Community & Technical College.

Working in close cooperation with the Fairmont State Foundation, Inc. and the Fairmont State Alumni Association, the Fairmont State Athletic Association generates gifts and revenues through direct mail, telephone contacts, special events and an extensive network of volunteers.

The Fairmont State Foundation, Inc. is a 501 (c) (3) organization under the Internal Revenue Code. As a division within the Fairmont State Foundation, Inc. all bequests, legacies, devises, transfers or gifts to the FSAA or for the use of the FSAA are deductible for Federal estate and gift tax purposes under the provisions of the code. The FSAA enjoys insurance coverage under the policy of the Fairmont State Foundation, Inc.

The broad goals of the Fairmont State Athletic Association are: to generate scholarship funds for Fairmont State student-athletes; to be a medium for uniting alumni, lettermen, friends, fans and sponsors in organized support of Fairmont State Athletics; to establish a reserve fund for the athletic program; to provide financial assistance for special projects that enhance the welfare of Fairmont State athletics.

**Fairmont State Athletics ~ Mission Statement**

The Fairmont State athletic department is an innovator. We have a principle of respecting and encouraging one's ability, and through an intense commitment to excellent teaching and coaching we strive to serve the state of West Virginia as a model NCAA II athletics department.

The Fairmont State athletic department is in the business of education, competition and leadership. Our purpose is to produce successful graduates and championship teams that reflect the core values of respect, responsibility, integrity, service and sportsmanship. All of our actions must be measured by our success in achieving these goals.

**Fairmont State University ~ Mission Statement**

The mission of Fairmont State University is to create a community of scholars, offering a premier higher education, where students may explore opportunities to build rewarding careers, to achieve personally satisfying lives, and to discover roles for responsible citizenship.

**Fairmont State Community & Technical College ~ Mission Statement**

The mission of Fairmont State Community & Technical College is to serve the people of West Virginia and the world by providing opportunities for employment training and higher education that both enrich the lives of individual students and promote the academic development of the region and state.

**Article I ~ Name and Membership**

**SECTION I**

The name of this organization shall be the Fairmont State Athletic Association (hereafter FSAA).

**SECTION II**

A member shall be any person who contributes annually to the FSAA, be it student, former letter winner, alumnus/a, corporate donor, parent, sponsor or friend of Fairmont State athletics.

**Article II ~ Purposes and Objectives**

The aim and purpose of the FSAA is to further the interests and the welfare of Fairmont State athletics. The FSAA's objective is to increase the level of participation in and contributions to Fairmont State athletics in an effort to enjoy competitive success within the WVIAC and NCAA Division II.

The FSAA serves as a medium for uniting alumni, lettermen, friends, fans and corporate donors in organized support of Fairmont State athletics; to promote goals and projects which strengthen the ties among members, the community and the FSU/CTC; to unite for social and/or fund raising purposes those persons who are interested in the successful growth of Fairmont State athletics; to act as an agency for the dissemination of information regarding the educational advantages of the FSU/CTC.

**Article III ~ Lettermen's Club**

The Fairmont State Lettermen's Club represents a division within the FSAA. Membership in the Lettermen's Club consists of all alumni letter winners. Alumni letter winners shall be interpreted to include all persons who have heretofore been in attendance as students, participated in intercollegiate athletics or cheerleading, and whose said attendance has terminated from Fairmont State.

**Article IV ~ Governing Body**

The governing and administrative powers of the FSAA shall be vested in the Executive Committee, which is composed of the President, 1<sup>st</sup> vice president, 2<sup>nd</sup> vice president, secretary (FS director of athletic compliance), executive vice president who shall serve as treasurer and director of athletics and two at-large representatives from the FSAA Board of Directors. The FSAA shall consist of no more than a 24 member Board of Directors with board members serving three (3) year terms. The government of the FSAA and the direction of its activities shall be vested in the Board of Directors. Each elected board member shall be an active member on at least one standing committee. In case of re-organization, board members will be assigned 1-3 year terms by the executive committee in order to maintain a balanced rotation of terms.

#### SECTION I ~ Executive Committee

The seven (7) officers of this organization shall consist of the:

President

1<sup>st</sup> Vice President

2<sup>nd</sup> Vice President

Secretary (Fairmont State director of NCAA compliance) ~ non-voting member

Executive Vice President (director of athletics) ~ non-voting member

Two (2) at-large members from the FSAA Board of Directors

#### SECTION II ~ President

The President shall preside at all regular and special meetings of the Executive Committee and the FSAA Board of Directors. The FSAA President is authorized to appoint committee chairs and to appoint FSAA Board members and honorary members to committees, subject to the confirmation of the Board. In the exercise of such authority, the President shall be guided by the expressed preference of the individuals subject to appointment and the recommendations of the Executive Committee and the committee chairs. The President shall also be authorized to call meetings, prepare agendas for meetings, and assist other officers and FSAA Board members in the performance of their duties. He/She shall perform all necessary duties not specifically assigned to another executive committee member. The President shall serve a two year term (June-May).

#### SECTION III ~ Vice Presidents

The vice presidents shall perform leadership duties on behalf of the President and the Board, serving (in hierarchical order) as chair in the President's absence. The vice-presidents shall coordinate and oversee projects within the membership under the direction of the president while building the financial profits and membership rolls of the Association. The vice presidents shall serve a two year term (June-May).

#### SECTION IV ~ Secretary

The secretary shall keep records of all regular and special meetings of the FSAA Executive Committee and Board of Directors and shall oversee all matters of NCAA compliance specific to athletic boosters. The secretary shall faithfully record the proceedings of all FSAA Board meetings and maintain such records in an orderly and accessible fashion. The secretary is a non-voting member of the FSAA Executive Committee and Board of Directors.

SECTION V ~ Executive Vice President

The executive vice president shall receive and deposit all funds of the FSAA through the FS Foundation, Inc. The executive vice president shall prepare an annual financial statement for the Board of Directors. The executive vice president is a non-voting member of the FSAA Executive Committee and Board of Directors and represents the FSAA on the Fairmont State Foundation, Inc. Executive Committee (non-voting member).

SECTION VI ~ At-Large Members, FSAA Executive Committee

Two (2) members of the full board shall be nominated and elected to serve individual two (2) year terms (June-May) as voting members of the FSAA Executive Committee.

SECTION VII ~ Board Vacancies

In the event of resignation or death of a member of the Board of Directors, the Board shall select a new member to fulfill the unexpired term.

SECTION VIII ~ Annual Board Meetings

The FSAA shall conduct full board meetings bi-annually:

Spring Leadership Outing/Meeting (Late May ~ Early June)

Fall Meeting (November ~ Early December)

Committees will meet throughout the year. Board members will be nominated and elected at the Spring Leadership Outing/Meeting and begin their terms subsequent to. A meeting of the Board of Directors must be called by the president upon the written request of three board members.

SECTION IX ~ Term Lengths

Board members will serve three year (June-May) terms. Board members shall not be restricted from serving successive terms.

SECTION X ~ Removal from Office

Any officer, Board Member or committee member shall be removed from office by a majority vote of the full FSAA Board at any duly constituted meeting. Grounds for removal shall include, but not be limited to, absence from two (2) consecutive annual meetings of the FSAA.

SECTION XI ~ Quorum

A quorum for any regular, special or committee meeting of the FSAA Board shall be those members present. A majority vote of members present prevails.

SECTION XII ~ Responsibilities of an FSAA Board Member

A. Club Leadership

1. Knowledge of and commitment to the mission of the Fairmont State Athletic Association

2. Advocacy for Fairmont State, Fairmont State athletics and the advancement of the Fairmont State Athletic Association and Lettermen's Club
- B. Committee and Full Board Meeting Attendance
  1. Attendance at two (2) full board meetings per year
  2. Committee attendance as selected or assigned
- C. Financial Leadership
  1. Annual personal gift to the Fairmont State Athletic Association (minimum \$ 250.00)
  2. Assistance in identifying potential members, donors or sponsors
  3. Knowledge of FSAA fund raising plans, goals and asset management objectives

There are many ways to augment one's service as an FSAA board member. They include attendance at athletic contests, WVIAC events, post-season tournaments, alumni gatherings, outings, receptions and special events. All of these will increase the profile and presence of the Fairmont State Athletic Association.

### SECTION XIII ~ Authority and Responsibility of the FSAA Board of Directors

- A. Determine Mission, Purpose and Strategic Plan
  1. Refine, as necessary, the mission of the Fairmont State Athletic Association and set goals to achieve it
  2. Develop fund raising plans and priorities and set measurable goals
- B. Financial Leadership
  1. Oversee fund raising priorities and work toward successfully accomplishing each
  2. Raise and/or generate revenue for the FSAA
  3. Identify, cultivate and solicit donors
- C. Provide Fiscal Oversight and Risk Management
  1. Determine the feasibility of funding proposed initiatives and projects
  2. Oversee the costs associated with fund raising initiatives
- D. Approve and Monitor Programs and Services
  1. Approve all bylaw changes
  2. Measure performance against goals
- E. Enhance Public Image of the Fairmont State Athletic Association and Lettermen's Club
- F. Carefully Select and Mentor New Board Members
- G. Organize the Board Efficiently
  1. Meet at least two (2) times per year
  2. Establish as needed standing committees to assist with the growth and development of the FSAA
  3. Enhance communications and cooperation with Fairmont State Foundation Board, Fairmont State Board of Governors and Alumni Board of Directors

### Article V ~ Honorary Board Members

All former (i.e. no longer serving active terms) members of the Lettermen's Association Board of Directors shall be eligible to become honorary FSAA Board Members, serving in a non-voting advisory capacity and for the betterment of Fairmont State athletics.

The FSAA Board of Directors may nominate, elect and name individuals who notably advance the interests and welfare of Fairmont State athletics as honorary FSAA Board Members.

#### **Article VI** ~ Financial Assistance Program

It shall be the duty of FSAA Executive Committee and Board of Directors to plan fund raising programs which relate to the aims and purposes of the Association, the Fairmont State Athletic Department and FSU/CT & C. The FSAA resolves to support and strengthen the intercollegiate athletic program at Fairmont State; to promote excellence in competition and academics among student-athletes; to solicit, receive, administer and distribute contributions of money and/or gifts in kind on behalf of Fairmont State athletics.

#### **Article VII** ~ Local Clubs

The FSAA promotes increased support of the athletic program through the growth and development of active Falcon (booster) Clubs throughout West Virginia and the United States. Falcon Clubs foster membership growth in FSAA and Lettermen's Club and broaden the activities in support of Fairmont State athletics.

The FSAA Leadership Outing (Late May ~ Early June) mentors and assists Falcon Club officers and fund raising volunteers.

Successful Falcon Clubs will form as the result of a need on the part of alumni within a certain area. Ordinarily, a group of alumni consider forming a Falcon Club as a means to strengthen their tie to Fairmont State. Soon afterwards, a wish to "do something" takes hold of these alumni.

Falcon Clubs serve as a medium for uniting the alumni and friends of Fairmont State in an organized effort for themselves and FSU/CT & C. They provide an opportunity for increased participation in the life of the athletic department, FSU/CT & C and allow for association with other Fairmont State graduates of the same community. Falcon Clubs reward their members with a closer bond of collegiate fellowship, including the opportunity for more personal contact.

Falcon Clubs can be a strong factor of support for Fairmont State athletics through very worthwhile projects such as scholarships, pre-game receptions, coach's outings and recognition awards.

#### **Article VIII** ~Constitutional Amendments

This constitution may be amended by a majority vote of all board members present. All proposed constitutional amendments shall be mailed to the full board at least fourteen (14) days prior to the next scheduled meeting.

## **Article IX ~ By-Law Amendments**

The By-Laws of the FSAA can be amended by a majority vote of the Board of Directors present, provided that all proposed by-law amendments are mailed to the full board at least fourteen (14) days prior to the next scheduled meeting.

### **By-Laws**

#### **Section I ~ Board of Directors**

The FSAA will endeavor to cause the membership of the FSAA Board of Directors to be reflective of the gender and ethnicity of the athletic programs at Fairmont State.

The FSAA Board of Directors shall be authorized to conduct all business of the FSAA, to elect its officers annually, and to serve the best interest of Fairmont State athletics.

#### **Section II ~ Executive Committee**

The Executive Committee shall engage in strategic planning for the FSAA Board, making recommendations about the future direction of its programs, activities, and initiatives. The FSAA Executive Committee shall be authorized to conduct all business of the FSAA between board meetings.

#### **Section III ~ Standing Committees**

Committee chairs are expected to ensure that their committees function effectively for the good of the Association. Standing committees are subject to change in accordance with the desires of the FSAA Board and are as follows:

1. **Development Committee** – A Development Committee consisting of no less than three (3) members shall be appointed by the President. Members of the Development Committee will work with the Athletic Director to identify the most pressing needs of the athletic department. The Development Committee will then propose those ideas to the Board of Directors which will vote on the order and manner in which they will be developed.
2. **Initiatives Committee** – An Initiatives Committee consisting of no less than three (3) members shall be appointed by the President. This committee will work with the athletic director to enhance, re-think or develop current FSAA endeavors and events. It will consider initiatives and new opportunities for the FSAA to re-connect athletic alumni and expand the annual membership roster with an emphasis on special programs.
3. **Special Events Committees:**
  - a. Spring Golf Tournament
  - b. Scholarship Banquet
  - c. Letterman/Letterwoman of Distinction
  - d. Fall Golf Tournament
  - e. Hall of Fame
  - f. Elimination Dinner

**3/6/06**